

**U.S EPA, Region 6
Environmental Justice Green Jobs Development Pilot
Request for Application (RFA) FY-2011**

AGENCY: ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF ENVIRONMENTAL JUSTICE AND TRIBAL AFFAIRS (OEJTA)

TITLE: ENVIRONMENTAL JUSTICE – GREEN JOBS DEVELOPMENT PILOT
PROJECT

ACTION: REQUEST FOR APPLICATIONS (RFA)

RFA NUMBER: EPA-R6-OEJTA-11-1

CFDA NO: 66.604 – Environmental Justice (EJ) Small Grants Program

DATES: The closing date and time for receipt of hard copy or electronic application packages is 5:00 p.m., Tuesday, May 10, 2011, Central Standard Time (CST). All hard copies of application packages must be received by Charlotte Runnels, EPA Region 6 by 5:00 p.m. CST on the closing date in order to be considered for funding. Electronic submissions must be submitted electronically to EPA through Grants.gov (<http://www.grants.gov>) by 5:00 p.m., Tuesday, May 10, 2011, Central Standard Time (CST). Applications received after the closing date and time will not be considered for funding. Final applications will be requested from the eligible entity whose application has been successfully evaluated and preliminarily recommended for award.

SUMMARY: The Environmental Justice Small Grants Program (EJSG) is designed to provide funding for eligible applicants for projects that address local environmental and public health issues within an affected community. The EJSG Program is a multi-statute program designed to help communities understand and address their exposure to multiple environmental harms and risks. The long-term goal of the EJSG Program is to help create self-sustaining, community-based partnerships that will continue to improve local environments in the future.

This notice announces the availability of funds and solicits applications for projects that promote Green Job Training and Green Job Placement in underserved populations. An “underserved population,” for the purposes of this RFA, is a community, including minority, low-income, or indigenous populations or communities, that is disproportionately impacted by environmental harms and risks and has a local environmental and public health issue that is identified in the proposal. Projects must be performed in one of the following Region 6 states: Arkansas, Louisiana, New Mexico, Oklahoma and/or Texas.

Who is eligible under the Environmental Justice – Green Jobs Development Pilot Project to receive an award?

An eligible applicant **MUST BE**: an incorporated non-profit organization; a Native American tribal government (Federally recognized); OR Intertribal Consortium or Consortia (AND) located within the same state, territory, commonwealth, or tribe that the proposed project will be located. In addition, an eligible applicant must be able to demonstrate that it has worked directly with the affected community. An "affected community" for the purposes of this assistance agreement program, is a community that is disproportionately impacted by environmental harms and risks and has a local environmental and public health issue that is identified in the proposal. The following entities are **INELIGIBLE**: colleges and universities; hospitals; state and local governments; quasi-governmental entities (e.g., water districts, utilities)*; and national non-profit organizations that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995.

* Generally, a quasi-governmental entity is one that: (1) has a close association with the government agency, but is not considered a part of the government agency; (2) was created by the government agency, but is exempt from certain legal and administrative requirements imposed on government agencies; or (3) was not created by the government agency but performs a public purpose and is significantly supported financially by the government agency.

Applicants should carefully review Section IV. D “Partnerships, Contractors and Subawards” if they intend to transfer EPA funds to any of their project partners.

FUNDING/AWARD: The total estimated funding available for award under this competitive opportunity is: \$100,000. EPA anticipates awarding one assistance agreement from this announcement, subject to availability of funds and the quality of applications received. EPA reserves the right to reject all applications and not make an award.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. DEFINITIONS OF ENVIRONMENTAL JUSTICE AND GREEN JOBS

The U.S. Environmental Protection Agency (EPA) defines “environmental justice” as the *fair treatment* and *meaningful involvement* of all people regardless of race, color, national origin or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. *Fair treatment* means that no one group of people, including racial, ethnic, or socioeconomic groups, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal environmental programs and policies. *Meaningful involvement* means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health; (2) the public’s contribution can influence the regulatory agency’s decision; (3) the concerns of all participants involved will be considered in the decision-making process; and (4) the decision-makers seek out and facilitate the involvement of those potentially affected.

The United States Bureau of Labor Statistics defines green jobs in two components that are consistent with the output and process approaches. Green jobs are either: a) jobs in businesses that produce goods or provide services that benefit the environment or conserve natural resources or b) jobs in which workers’ duties involve making their establishment’s production processes more environmentally friendly or use fewer natural resources. Furthermore, according to the United Nations Environment Program, a green job is “work in agricultural, manufacturing, research and development, administrative, and service activities that contribute(s) substantially to preserving or restoring environmental quality. Specifically, but not exclusively, this includes jobs that help to protect ecosystems and biodiversity; reduce energy, materials, and water consumption through high efficiency strategies; de-carbonize of the economy; and minimize or altogether avoid generation of all forms of waste and pollution.” Examples of green jobs include, among others, energy retrofits to increase energy efficiency and conservation, food production using organic and/or sustainably grown agricultural products, green waste composting on a large-scale, green landscaping, environmental laboratory technicians, air or water monitoring specialists, specialists in environmentally sound methods of pest control, hazardous substance spill responders, pollution prevention and control equipment, specialists in the operation and closure of solid and hazardous and solid waste treatment, storage and disposal facilities, and technicians skilled in electronic reporting of environmental data to regulatory agencies.

B. BACKGROUND

The Environmental Justice Green Jobs Development Pilot project is designed to promote green jobs and green development efforts that can benefit underserved populations. An “underserved population,” for the purposes of this assistance agreement program, is a community, including minority, low-income, or indigenous populations or communities, that is disproportionately impacted by environmental harms and risks and has a local environmental and public health issue that is identified in the proposal. This solicitation seeks applications to develop or conduct a green job training program in one of the following Region 6 states: Arkansas, Louisiana, New Mexico, Oklahoma and/or Texas.

As stated in the Middle Class Task Force Staff Report, Green Jobs: A Pathway to a Strong Middle Class, “green jobs have the potential to be quality, family-sustaining jobs that also help improve the environment. They are largely domestic jobs that can’t be off shored. They tend to pay more than other jobs, even controlling for worker characteristics.” Although the potential of an emerging green economy is encouraging, efforts should be made to ensure that underserved populations participate in the movement. For this reason, this RFA solicits applications that support green jobs that will be specifically targeted and promoted to underserved populations.

The desired outcome should result in environmental benefits associated with the green economy and green job training and employment opportunities for underserved populations that are disproportionately impacted by environmental harms and risks.

C. SCOPE OF WORK

The Environmental Justice Green Jobs Development Pilot project provides a framework to address concerns, such as: 1) providing green job training for the unemployed and underemployed and from across the spectrum of race, gender, and ethnicity that ensure a sustainable family wage and healthy working conditions; 2) ensuring that EPA's support of green jobs will be specifically targeted and promoted to underserved populations.

The Environmental Justice Green Jobs Development Pilot project is intended to result in activities that:

- provide green job training
- promote long-term job placement

Applications should focus on developing or conducting the following program components¹: 1) A localized assessment of the conditions and potential for sustainable green job creation or placement; 2) A strategy for community engagement and recruitment targeted and promoted to underserved populations and communities with environmental justice concerns; 3) A job training program; 4) A job placement support services program to include comprehensive case management services; 5) The identification of project partners, detailing potential funding from sources other than EPA and project related activities; 6) A plan for measures of success and evaluation.

Applications for this project will be chosen for their ability to address the project components outlined below and their ability to yield measurable environmental benefits. Applicants must describe discrete activities in their application from the following project components that are applicable to their project. The evaluation and review process will take into consideration those projects that best address these project components.

- 1) In order to achieve sustainable green job employment, a localized assessment of the conditions and potential for sustainable green job creation or placement is required. This assessment can be based on previous case studies, experience working with a targeted community, or the development of an initial green job assessment. The assessment should include a local market analysis, the identification of skills gaps, identification of policies and infrastructure that might influence the green job market, and knowledge of existing workforce and economic development assets.
- 2) This RFA requires developing or conducting a job training program. Programs that encourage on-the-job-training or apprenticeship training approaches are preferred. The job training program can include but is not limited to the following curriculum components²: Soft skills training, hands-on hard skills training, and environmental training as it relates to how the job can improve the environment. Job training programs designed with paid internships or on-the-job training will be evaluated favorably. Although student stipends for classroom training are considered eligible costs, such stipends are probably not achievable with the grant award amount available for this project. The job training program must include a job training timeline.

¹ **Making Green Work: Best Practices in Green-Collar Job Training** is a publication of the Ella Baker Center for Human Rights, and was used as a reference to identify typical components of successful green job training programs.

² The curriculum components referenced in this RFP are the work of **Making Green Work: Best Practices in Green-Collar Job Training**, a publication of the Ella Baker Center for Human Rights with curriculum elements rooted in the green-collar job training and job placement model developed by Dr. Raquel Pinderhughes, referred to as the Pinderhughes model (full description can be found at <http://bss.sfsu.edu/raquelrp/>).

- 3) A job placement support services program to include case management services is desirable. Support services can help to develop individualized plans based on an assessment of a full range of needs, such as child care, transportation, housing, mental health, physical health, financial stability, and educational achievement. Support services can help to ensure progress and follow-through for trainees. As graduates begin working, the job-training program should continue to provide case management and retention support to keep track of graduates' status. Maintaining relationships with graduates enables the program to refer graduates to community service providers as needed. Data tracking makes it possible to evaluate a program's long-term effectiveness. In addition, strong case management increases the chances of an employer's willingness to hire a graduate. Having a liaison from the job-training program who builds relationships with the employers is a strong practice to consider.
- 4) The identification of project partners and potential leveraging of funds will be taken into consideration during the evaluation/review process. A description of potential funding, resources and or specific project related activities or project responsibilities should be included.
- 5) A plan for measures of success and evaluation is required. The measures of success can include environmental benefits, short term job placement, and long term job retention. For example, placement (or retention) follow-up after 90 days, 6 months, etc can help determine if and how the graduates are employed, and evaluate the effectiveness of the program in preparing graduates for the workforce. Graduates' continued education, training and job retention are all measurements of success.

D. EPA STRATEGIC PLAN LINKAGE AND ANTICIPATED OUTPUTS AND OUTCOMES

1. **Linkage to EPA Strategic Plan.** Tasks under this project support the EPA's Strategic Plan Goal 4: Health Communities and Ecosystems, Objectives 4.2: Communities, Sub-objective 4.2.2: Restore Community Health. A copy of the EPA's Strategic Plan is available online at <http://www.epa.gov/ocfo/plan/plan.htm>
2. **Outputs.** The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Examples of expected **outputs** from the project funded under this solicitation may include, but are not limited to the following: strategy for community engagement; training curriculum; number of workers trained in green job technology; the number of community engagement meetings held; estimated environmental benefits.

Semi-Annual Progress reports and a final report will also be a required output, as specified in Section VI(C) of this announcement, "Reporting Requirement."

3. **Outcomes.** The term "outcome" means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

The project to be funded under this announcement is expected to produce at least one, and preferably all, of the following environmental **outcomes**: long-term “green collar” job placement and improved air quality.

E. QUALIFIED ENVIRONMENTAL STATUTES

The project must include training activities that are authorized by one of the following federal environmental statutes. Any failure to clearly and conclusively identify and cite the statutes in your work plan shall result in your project not receiving the maximum points eligible under the Ranking Criteria.

- 1) **Clean Water Act, Section 104(b)(3)**: training relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution.
- 2) **Safe Drinking Water Act, Section 1442(c)(3)**: develop and expand the capability to carry out a program (that may combine training, education, and employment) for occupations relating to the public health aspects of providing safe drinking water.
- 3) **Solid Waste Disposal Act, Section 8001(a)**: training relating to disposal and recycling of solid and hazardous waste (e.g., mitigating health and welfare effects of exposure to materials present in solid and hazardous waste and methods to eliminate such effects).
- 4) **Clean Air Act, Section 103**: training related to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution.
- 5) **Toxic Substances Control Act, Section 10(a)**: training relating to the proper management and disposal toxic substances.
- 6) **Federal Insecticide, Fungicide, and Rodenticide Act, Section 20(a)**: training relating to proper management, applications and disposal of pesticides.
- 7) **Marine Protection, Research, and Sanctuaries Act, Section 203**: training relating to the minimizing or ending of ocean dumping of hazardous materials and the development of alternatives to ocean dumping.

PLEASE NOTE: Applications for proposed projects that are inconsistent with the above stated EPA statutory authorities or goals of the program are ineligible for funding and will not be reviewed and scored against the criteria in Section V of this announcement.

II. AWARD INFORMATION

A. FUNDING AVAILABILITY AND PROJECT PERIOD

The total estimated amount of funding available for award under this competitive solicitation for FY2011 is approximately \$100,000. Award will be fully funded at the time of award. The estimated project period for award resulting from this solicitation will be (12 months).

B. NUMBER OF ANTICIPATED AWARDS

EPA anticipates award of one grant agreement under this announcement, subject to the availability of funds and quality of evaluated applications, and other applicable considerations. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency

policy, if additional funding becomes available after the original selection. Any additional selection for awards will be made no later than six months from the date of the original selection.

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS BASED ON APPLICABLE CFDA

The applicable Catalog of Federal Domestic Assistance (CFDA) for this program is 66.604. Assistance under this program is only available to the following types of applicants.

An eligible applicant **MUST BE**: an incorporated non-profit organization; a Native American tribal government (Federally recognized); OR Intertribal Consortium or Consortia (AND) located within the same state, territory, commonwealth, or tribe that the proposed project will be located. In addition, an eligible applicant must be able to demonstrate that it has worked directly with the affected community. An "affected community" for the purposes of this assistance agreement program, is a community that is disproportionately impacted by environmental harms and risks and has a local environmental and public health issue that is identified in the proposal. The following entities are INELIGIBLE: colleges and universities; hospitals; state and local governments; quasi-governmental entities (e.g., water districts, utilities)*; and national non-profit organizations that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995.

* Generally, a quasi-governmental entity is one that: (1) has a close association with the government agency, but is not considered a part of the government agency; (2) was created by the government agency, but is exempt from certain legal and administrative requirements imposed on government agencies; or (3) was not created by the government agency but performs a public purpose and is significantly supported financially by the government agency.

The EJSG program supports the development of collaborative partnerships dedicated to identifying and understanding the multiple local environmental and public health issues in communities, educating communities about the issues, and setting priorities to address the issues. EPA encourages establishing and building collaborative partnerships with other stakeholders who share a desire to address the local environmental and public health issues affecting their communities.

B. THRESHOLD ELIGIBILITY CRITERIA

These are requirements that if not met by the time of application submission will result in elimination of the application from consideration for funding. Only applications from eligible entities that meet all of these criteria will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. a. Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement or they will be rejected. However, where a page limit is expressed in Section IV with respect to the application, pages in excess of the page limitation will not be reviewed.
- b. Applications must be received by the EPA or through www.grants.gov, as specified in Section IV of this announcement on or before the application submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their application reaches the designated person/office specified in Section IV of the announcement by the submission deadline.

c. Applications received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with www.grants.gov. Applicants should confirm receipt of their application with Charlotte Runnels (214) 665-6442, as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.

2. **Project Purpose.** The project's primary purpose must be to conduct green job training for underserved populations. The applicant's proposed outcome must result in environment benefits associated with job training for the green economy and employment opportunities for underserved populations.
3. **Applicant Eligibility.** The organization must demonstrate that it is an eligible applicant under this program. Eligibility under this program is limited to incorporated non-profit organizations and those affiliated with religious institutions, Native American tribal government (Federally recognized) or Intertribal Consortium or Consortia.
4. **Eligible Activities.** The applicant must demonstrate that the project will carry out eligible activities and explain how the project is tied to the local environmental issue in the community your project will serve.
5. **Applications in excess of \$100,000 in EPA funds will not be reviewed.**
6. **Multiple Proposals:** Applicants may submit only one application under this solicitation. However, an applicant organization can be a partner on an application from another organization.

C. **COST SHARING OR MATCHING FUNDS**

No cost sharing or matching is required as a condition of eligibility under this competition.

Although cost-sharing/matching is not required as a condition of eligibility under this competition, under Section V of this announcement EPA will evaluate proposals based on a leveraging criterion.

Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project they are awarded under the competition which are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the proposal (See Section IV of the announcement). Leveraged funds and resources may take various forms as noted below.

Voluntary cost share is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. Applicants who propose to use a voluntary cost share **must** include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the match provisions in the grant regulations (40 CFR 30.23 or 40 CFR 31.24, as applicable).
- A voluntary cost share may only be met with eligible and allowable costs.

- The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

Other leveraged funding/resources that are not identified as a voluntary cost share - this form of leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third party sources. This form of leveraging should not be included in the budget and the costs need not be eligible and allowable project costs under the EPA assistance agreement. While this form of leveraging should not be included in the budget, the grant workplan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's proposal. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their proposals. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

IV. APPLICATION AND SUBMISSION INFORMATION

A. ADDRESS TO REQUEST APPLICATION FORMS REQUIRED FOR THIS SOLICITATION

All required forms and optional forms are available at:

<http://www.epa.gov/ogd/AppKit/application.htm>

The applicant can also receive a hard-copy through a request to the Agency contact listed in Section VII.

B. Mode of Application Submission

Applications have the following options to submit their applications: 1) Hard copy to the specified EPA contact below, or 2) electronically through grants.gov as explained in Appendix B. All applications must be prepared, and include the information, as described below in Section IV.C, "Content of Application Package Submission", regardless of mode of transmission.

1. **Hard Copy Submission:** Applications must contain the original application and two copies. Applicants have the following options to submit their hard-copy application packages: 1) Express delivery service to the specified EPA contact below, or 2) Standard 1st class mail delivery by U.S. Postal Service. **Applications will not be accepted via fax or email.**

U.S. Environmental Protection Agency, Region 6
ATTN: Charlotte Runnels
Office of Environmental Justice and Tribal Affairs
1445 Ross Avenue
Dallas, Texas 75215
(214) 665-6442

All hard copies of application packages must be received by Charlotte Runnels **by 5:00 p.m., Tuesday, May 10, 2011, CST.**

2. Grants.gov Submission (see Appendix B, Grants.gov Submission Instructions)

Application Submission Deadline: Your organization's authorized official representative (AOR) must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) by **5:00 p.m., Tuesday, May 10, 2011, CST.**

C. CONTENT OF APPLICATION PACKAGE SUBMISSION

Grant Application Forms. Please be sure to include the organization fax number and email address in Block 5 of the Standard Form SF424. The forms are available at <http://www.epa.gov/ogd/AppKit/application.htm>. **The application package *must* include all of the following materials:**

- 1) Application for Federal Assistance (SF-424)
- 2) Budget Information for Non-Construction Programs (SF-424A)
- 3) Assurances for Non-Construction Programs (SF-424B)
- 4) Lobbying Form
- 5) EPA Key Contacts Form 5700-54
- 6) EPA Form 4700-4 – Pre-award Compliance Review Report
- 7) Narrative Proposal
- 8) Disclosure of Lobbying Activities (SF-LLL), if applicable
- 9) Negotiated Indirect Cost Rate Agreement, optional
- 10) Biographical Sketches for the Project Manager(s)
- 11) Quality Assurance Narrative Statement
- 12) Support Letters, optional
- 13) One Page Threshold Eligibility Form (Appendix A)

1. Standard Form (SF) 424, Application for Federal Assistance

Complete the form. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

2. SF-424A, Budget Information for Non-Construction Programs

Complete the form. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. (See instructions for document 9 below.)

3. SF-424B, Assurances for Non-Construction Programs

Complete the form.

4. Lobbying Form – Certification Regarding Lobbying

Complete the form.

5. EPA Form 5700-54, Key Contacts Form

Complete the form. If additional pages are needed, attach additional pages to the Form.

6. EPA Form 4700-4, Pre-Award Compliance Review Report

Download and complete the form and attach it to your submission. The form can be downloaded from http://www.epa.gov/ogd/forms/adobe/4700-4_sec.pdf

7. Narrative Proposal

The Narrative Proposal (sections 1-3 below) **cannot** exceed a maximum of 10 single-spaced typewritten pages, including the Summary Page. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 10 page limit.

Summary Information Page (recommended not to exceed one page)

a. Project Summary/Approach: The Summary shall contain the following components:

- i. Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task.
- ii. Description of the associated work products to be developed.
- iii. Explanation of project benefits to the public, and specifically the potential audience(s) served.
- iv. Description of the roles of the applicant and partners, if any.
- v. Description of the applicant's organization and experience related to the proposed project.
- vi. Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.
- vii. Budget and estimated funding amounts for each work component/task.
- viii. Discussion of how the project promotes Environmental Justice concerns (see Section I).

b. Environmental Results –Outcomes, Outputs and Performance Measures

Identify the expected quantitative and qualitative outcomes and outputs of the project (**See Section I.D**), including what performance measurements or other means will be used to track and measure your progress toward achieving the expected outcomes and outputs and how the results of the project will be evaluated.

The ability to measure project progress is critical to achieving desired goals. Targeting work towards specific project outcomes can help the recipient manage the project to achieve these results. Measurements can indicate what is working with the project and what is not, and when it may be necessary to adapt the approach. It will tell whether the efforts are having a positive impact on the community.

When developing performance measures for all projects, it's important to consider the following:

- 1) What are the measurable short-term and longer term results the project will achieve?
- 2) How will my project measure in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

c. Programmatic Capability and Past Performance

Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferable EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those

agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements. In evaluating Applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide a response for these items, you may receive a score of 0 for these factors.

d. **Voluntary cost share/match and leveraged funds (See Section III.C also)**

Demonstrate how you will leverage additional funds/resources beyond the grant funds awarded to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or Federal, state, tribal, and local governments, as appropriate. Describe the amount and type of leveraged resources to be provided, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities. Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award.

e. **Detailed Budget**

You must include a detailed budget breakdown that does the following:

- Shows how the funds will be specifically used in terms of personnel, fringe benefits, travel, equipment, supplies, contractor costs, other costs, and indirect costs; and
- Clearly explain how EPA funds will be used. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs.
- Justify the expenses for each of the following categories being performed within the project period. Indicate what portion of the cost will be paid by EPA, and what portion will be paid by the applicant or other partners (if applicable).
- Personnel: Indicate salaries and wages, by job title of all individuals who will be supplemented with these funds.
- Fringe Benefits: Indicate all mandated and voluntary benefits to be supplemented with these funds.
- Travel: Indicate number of individuals traveling, destination, number of trips, and reason for travel.
- Equipment: Identify items to be purchased that will be used in support of work plan objectives. Make sure you can support your cost estimate. EPA policy defines equipment as items costing \$5,000 or greater. Indicate if your organization's definition differs.

- **Supplies:** Indicate any items to be purchased that will be used in support of EJ Green Jobs Development Pilot project workplan objectives.
- **Contractual:** Indicate any proposed contractual items that are reasonable and necessary to carry out the workplan objectives. Please note that contracts must be competed in accordance with 40 CFR 30.44 or 31.36, as applicable. An example of contractual items includes training from equipment manufacturer.
- **Other:** Indicate general (miscellaneous) expenses necessary to carry out the objectives stated in the workplan.
- **Total Direct Charges:** Summary of all costs associated with each object-class category.
- **Total Indirect Costs:** Organization must provide documentation of a federally approved indirect cost rate (percentage) reflective of proposed project/grant period. If the organization has no approved rate, the applicant should indicate if organization is in negotiations with their cognizant federal agency to obtain a new rate.
- **Total Cost:** Indicate overall figure of all direct and indirect costs.

MANAGEMENT FEES

When formulating budgets for applicants, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct costs of carrying out the scope of work.

Funding Restrictions - EPA grant funds can only be used for the purposes set forth in the assistance agreement, and must be consistent with the statutory authorities for the award. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A-87 and A-122; as appropriate. Copies of the circulars can be found at <http://www.whitehouse.gov/omb/circulars>. In particular, the recipient cannot use these funds for the following activities under this assistance program:

- Litigation against the Federal government or any other governmental entity;
- Construction;
- Lobbying;
- Matching funds for other Federal grants;
- Travel for Federal employees;
- Human health studies (taking blood or other bodily fluids from humans).

f. Proof of Non-Profit Status for non-governmental organizations.

An eligible non-profit organization applicant must attach the certificate that shows it is either: 1) a 501(c)(3) non-profit organization as designated by the Internal Revenue

Service; OR 2) a non-profit organization, recognized by the state, territory, commonwealth, or tribe in which it is located.

8. SF-LLL, Disclosure of Lobbying Activities, if applicable

This form is required if your organization is involved in lobbying. Complete the form if your organization is involved in lobbying activities.

9. Negotiated Indirect Cost Rate Agreement

If indirect costs are included in the project budget, you must submit a copy of your organization's Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs.

10. Biographical Sketches for the Project Manager(s)

Submit a copy of the biographical sketch of each project manager for the proposed project. Each biographical sketch should outline the education, work history, and knowledge/expertise of the individual that relate to managing the proposed project.

11. Quality Assurance Narrative Statement. Submit a copy of a quality assurance narrative statement.

12. Support Letters. Specifically indicate how the supporting organization will assist in the project.

13. One Page Threshold Eligibility Form. Complete the form found in Appendix A.

D. SUBMISSION DATES AND TIMES

The closing date and time for receipt of application submissions, regardless of mode of submission, is 5:00 p.m., Tuesday, May 10, 2011, Central Standard Time (CST). All hard copies of application packages must be received by Charlotte Runnels, EPA Region 6 by 5:00 p.m., Tuesday, May 10, 2011, CST; electronic submissions via Grants.gov must be submitted to www.grants.gov by 5:00 p.m., Tuesday, May 10, 2011, CST. Applications received or submitted electronically after the closing date and time will not be considered for funding.

E. PARTNERSHIPS, CONTRACTORS, AND SUBAWARDS

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Contracts and Subawards

a. Can funding be used for the applicant to make sub-awards, acquire contract services, or fund partnerships?

Funding may be used to provide sub-grants or sub-awards of financial assistance, which includes using sub-awards or sub-grants to fund partnerships, provided the recipient complies with applicable requirements for sub-awards or sub-grants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify sub-awardees/sub-grantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific sub-awardee/sub-grantee, contractor, or consultant

in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with sub-award/sub-grant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use sub-grants or sub-awards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the sub-awardee or sub-grantee must be consistent with the standards for distinguishing between vendor transactions and sub-recipient assistance under Subpart B Section .210 of OMB Circular A-133, and the definitions of sub-award at 40 CFR 30.2(ff) or sub-grant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a sub-award/sub-grant as the funding mechanism.

b. How will an applicant's proposed sub-awardees/sub-grantees and contractors be considered during the evaluation process described in Section V of the announcement?

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, if appropriate and relevant, the qualifications, expertise, and experience of:

- i. an applicant's named sub-awardees/sub-grantees identified in the application if the applicant demonstrates in the application that if it receives an award that the sub-award/sub-grant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use sub-awards/sub-grants to obtain commercial services or products from for-profit firms or individual consultants.
- ii. an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper noncompetitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

F. INTERGOVERNMENTAL REVIEW

All applications submitted are subject to Executive Order 12372, "Intergovernmental Review of Federal Programs." Applicants should contact their State's Single Point of Contact (SPOC) to find out how to comply with the State's process. The names and addresses of the SOPC's are

listed in the Office of Management Budget's website:
<http://www.whitehouse.gov/omb/grants/spoc.html>.

You should submit your application to your SPOC at the same time as you submit your application to the EPA in order to prevent delay. The intergovernmental review process can be lengthy, so it is encouraged that applicants submit application packages to their designated SPOC's as early as possible.

G. CONFIDENTIAL BUSINESS INFORMATION

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications or portions of applications they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR.2.204©(2) prior to disclosure. However, competitive applications are considered confidential and protected from disclosure prior to the completion of the competitive selection process.

H. PRE-PROPOSAL ASSISTANCE AND COMMUNICATIONS

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss application packages, provide informal comments on draft proposals, or provide advice and/or guidance to applicants on how to respond to ranking criterion. Applicants are responsible for the contents of their applications. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criterion, administrative issues related to the submission of the application, and requests for clarification about the announcement.

V. APPLICATION REVIEW INFORMATION

A. CRITERIA

- 1) Threshold Evaluation Criteria.** Before an application is reviewed by a panel of EPA staff (Review Panel), it must be screened to ensure that the application meets the Threshold Eligibility Criteria (See Section III.B). Please note that an application will not be reviewed if the application does not meet the Threshold Eligibility Criteria.
- 2) Ranking Criteria.** Applications meeting the Threshold Evaluation Criteria will be reviewed and scored by the Review Panel. Each criterion has corresponding points that range from 2 points (lowest) to 30 (highest). Your score for each criterion will be based on how well you address each criterion. The maximum total points you can obtain is 100. Please note that certain sections are given greater weight than others. The application will be scored on the following Ranking Criteria:

Criteria	Points
<u>Project Summary/Approach:</u> Under this criterion, the Agency will evaluate the following factors: (i) (15 pts) the extent and quality to which the narrative proposal includes a well conceived strategy for addressing all of the requirements in Section I, Part C (Scope of Work) and Part D (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs), (ii) (15 pts) whether the narrative proposal sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and by the project end.	30

<p><u>Environmental Results—Outcomes, Outputs and Performance Measures:</u> Under this criterion, the Agency will evaluate the effectiveness of the applicant’s plan for tracking and measuring its progress toward achieving expected project outputs and outcomes, including those identified in Section I of this announcement. In addition, the Agency will evaluate the performance measures proposed by the applicant and how they will be used to help track and measure the Applicants progress toward achieving the expected outputs and outcomes.</p>	<p>20</p>
<p><u>Programmatic Capability and Past Performance – Results:</u> Under this criterion, the Agency will evaluate the applicant’s technical ability to successfully complete and manage the proposed project taking into account the applicants:</p> <p>(i) (5 pts) past performance in successfully completing and managing federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years.</p> <p>(ii) (5 pts) history of meeting reporting requirements on federally funded assistance agreements, similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements, and</p> <p>(iii) (5 pts) past performance in documenting and/or reporting on progress toward achieving the expected outcomes and outputs (e.g., results) under federally funded assistance agreements, similar in size, scope, and relevance to the proposed project performed within the last 3 years; and if such progress was not made whether the documentation and/or reports satisfactorily explained why not.</p> <p>Note: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these sub-factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.</p>	<p>15</p>
<p><u>Detailed Budget: (10 pts)</u> Under this criterion, the Agency will</p> <p>(i) (5 pts) Evaluate the proposed project budget to determine whether the proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes and</p> <p>ii) (5 pts) proposed budget provides a detailed breakout of the approximate funding used for each major activity and if they are reasonable.</p> <p>An applicant’s budget and budget narrative must account for both federal funds and any non-federal funds (e.g., any required or voluntary cost share/match if applicable). Applicants must precisely describe in their budget narrative how they will account for any required or voluntary cost share/match and what role EPA funding will play in the overall project.</p>	<p>10</p>
<p><u>Staff/Expertise/Qualifications:</u></p> <p>(i) (5 pts) description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project, and</p> <p>(ii) (5 pts) description of applicant’s organization history and experience relating to the proposed project.</p>	<p>10</p>

<p><u>Collaboration/partnerships and leveraged resources:</u></p> <p>(i) (5 pts) how applicant will coordinate the use of EPA funding with other Federal and/or non Federal in-kind services or funds to leverage additional resources to carry out the proposed project(s) and/or,</p> <p>(ii) (10 pts) that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share or match. If EPA accepts an offer for a voluntary cost share/match/participation, applicants must meet their matching/sharing/participation commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for voluntary match/cost share/participation if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for voluntary matches/cost shares/participation. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority.</p>	15
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B. REVIEW AND SELECTION PROCESS

All applications will be reviewed and scored under a two-step process.

- 1) Threshold Screening Process – All applications will be screened for Threshold Eligibility. (See Section III.B) after the initial review. EPA staff will screen all applications using the One-Page Threshold Eligibility Form found in Appendix A.
- 2) Panel Review Process – All applications believed to successfully meet the Threshold Eligibility after the initial review will be forwarded to a review panel for evaluation within the region. Applications will not be scored against any unpublished criteria. Final funding decisions will be made by the Approval Official based on the rankings and preliminary recommendation of the EPA evaluation team. In making the final funding decisions, the Approval Official may also consider programmatic priorities. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official. EPA reserves the right to reject all applications and make no awards under this announcement.

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

After all applications are received, acknowledgments will be mailed to applicants. Once Applications have been recommended for funding, EPA will notify the finalists and request any additional information necessary to complete the award process. The finalists will be required to complete additional government application forms prior to receiving a grant, such as the EPA Form SF-424B (Assurances – Non-Construction Programs). The Federal government requires all grantees to certify and assure that they will comply with all applicable Federal laws, regulations, and requirements.

Notification to finalist, which advised that the applicant's proposed project has been recommended for award, is not an authorization to begin performance. The award notice signed by the EPA Award Official is the authorizing document and will be provided through postal mail. The EPA Award Official is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.

B. Administrative and National Policy Requirement

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: <http://www.epa.gov/ogd/grants/regulations.htm>

2. Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements

Unless exempt from these requirements under OMB guidance at 2 CFR Part 25 (e.g., individuals), **applicants must:**

- a. Be registered in the CFR prior to submitting an application under this announcement. CCR information can be found at <http://www.bpn.gov/ccr/>
- b. Maintain an active CCR registration with the current information at all times during which it has an active Federal award or an application under consideration by an agency.

If an applicant fails to comply with these requirements, it will, should it be selected for award affect their ability to receive the award.

3. Subaward and Executive Compensation Reporting

Applicants must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements established under OMB guidance at 2 CFR Part 170, unless they qualify for an exception from the requirements, should they be selected for funding.

C. REPORTING

- 1) **Progress Report** – The Project Manager will be required to submit at least a semi-annual progress report to update the EPA Project Officer on the project's progress.
- 2) **Final Report Requirement** – The Project Manager must submit a Final Technical Report for EPA approval within ninety (90) days after the end of the project period. A draft of this report should be submitted within sixty (60) days after the end of the project period. The final report should include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. A Financial Status Report is also required and will be described in the award agreement. The EPA may collect, review, and disseminate those final reports that can serve as models in the future.
- 3) **Quality Assurance Project Plans (QAPP)** – Quality Assurance is sometimes applicable to assistance project (see 40 CFR 30.54 and 40 CFR 31.45). Quality assurance requirements apply to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. Environmental data include information collected directly from measurements, produced from models, and compiled from other sources, such as databases or literature. Once the award is made, if a QAPP is required for the project, the applicant will have to draft a QAPP prior to beginning work on the project. You must reserve time and financial resources in the beginning of your project in order to prepare your

QAPP and include the cost for developing your QAPP in your Detailed Budget. Selected applicants cannot begin data collection until EPA approves the QAPP.

D. DISPUTE RESOLUTION

Any applicant deemed ineligible because its application did not meet the conditions required under the Threshold Eligibility Criteria (see Section III.B and Section V.A.1.) will be notified of the reason for ineligibility no later than 15 calendar days from the date of completion of the Threshold Eligibility Review. The applicant will have 15 calendar days from the date of the notification to request a debriefing on the decision. Responses can be sent via e-mail, postal, or courier but must be dated within the 15 calendar day period for dispute resolution.

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://www.epa.gov/ogd/competition/resolution.htm>.

E. NON-PROFIT AWARD ADMINISTRATIVE CAPABILITY

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 – Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, nonprofit applicants that qualify for funding, depending on the size of the award, may be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form with supporting documents, contained in EPA Order 5700.8.

F. INDIRECT COSTS: If a non-profit organization had not previously established an indirect cost rate, it will need to prepare its indirect cost rate proposal and/or cost allocation plan in accordance with OMB Circular A-122, "Cost Principles for Non-Profit Organizations." The non-profit organization shall submit its initial indirect cost proposal immediately after the organization is advised that an award will be made and, in no event, not later than three months after the effective date of the award. Organizations that have previously established an indirect cost rate with a federal agency shall submit a new indirect cost proposal to the cognizant agency within six months after the close of the fiscal year.

G. USE OF GRANT FUNDS: An applicant that receives an award under this announcement is **expected** to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement.

H. DATA ACCESS AND INFORMATION RELEASE

The Office of Management and Budget (OMB) Circular A-110 has been revised to provide public access to research data through the Freedom of Information Act (FOIA) under some circumstances. Data that are (1) first produced in a project that is supported in whole or in part with Federal funds and (2) cited publicly and officially by a Federal agency in support of an action that has the force and effect of law (i.e., a regulation) may be accessed through FOIA. If such data is requested by the public, the EPA must ask for it, and the grantee must submit it, in accordance with A-110 and EPA regulations at 40 CFR 30.36.

VII. AGENCY CONTACTS

For further information about this grant program, please contact the following:

Charlotte Runnels
U.S. Environmental Protection Agency, Region 6
1445 Ross Avenue
Dallas, Texas 75202
Phone: (214) 665-6442
E-mail: runnels.charlotte@epa.gov

VIII. OTHER INFORMATION (Appendices)

EJSG One-page Threshold Eligibility Form

This form will be used to determine if you meet all the eligibility requirements. You must address the following areas:

1) Applicant Eligibility.

Incorporated non-profit community-based organizations—including faith based organizations and those affiliated with religious institutions, environmental justice networks, OR Native American tribal government (Federally recognized), OR Intertribal Consortium or Consortia. A partnership between two or more Tribes that is authorized by the governing bodies of those Tribes to apply for and receive assistance under one or more of the programs listed in 35.501, (501(c)(3) non-profit organization as designated by the Internal Revenue Service **OR** a non-profit organization, recognized by the state, territory, commonwealth, or tribe in which we are located).....☐

My organization is located within the same state, territory, commonwealth, or tribe that the proposed project will be located (identify)☐

2) Qualified Environmental Statutes. Below is a list of qualified environmental statutes. You **must identify at least one** qualified environmental statutes associated with your project. Please check the applicable boxes.

- Clean Water Act, Section 104(b) (3).....☐
 - Safe Drinking Water Act, Section 1442(b)(3).....☐
 - Solid Waste Disposal Act, Section 8001(a)☐
 - Clean Air Act, Section 103(b) (3).....☐
 - Toxic Substances Control Act, Section 10(a)☐
 - Federal Insecticide, Fungicide, and Rodenticide Act, Section 20(a)☐
 - Marine Protection, Research, and Sanctuaries Act, Section 203.....☐
 - Comprehensive Environmental Response, Compensation and Liability Act, Section 311☐
- (Research only)**

3) Eligible Activities. The project will carry out eligible activities under one of the above referenced environmental statutes and explain how the project is tied to the local environmental/health issue in the community in the community your project will serve. (see Section I.E)

Proposed projects must not be used for the purpose of routine program implementation, implementation of routine environmental protection restoration measures, or completion of work which was to have been completed under a prior grant.....☐

4). Required Documents. Use this checklist to ensure that you have submitted all required documents. You **must** submit all the items below. Please check each box upon completing each form.

- One-Page Threshold Eligibility Form.....☐
- SF-424, Application for Federal Assistance☐
- Key Contacts Form☐
- Workplan☐
- Detailed Budget☐
- Performance Measures☐
- Resumes of the PI/PM and Other Key Personnel☐
- Quality Assurance Project Plan Questionnaire.....☐
- Proof of Nonprofit Status.....☐

Appendix B. Grants.gov Submission Instructions

Grants.gov Application Instructions

The electronic submission of your application must be made by an authorized official representative (AOR) of your institution who is registered with Grants.gov. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, we encourage them to designate an AOR and ask that individual to begin the registration process as soon as possible. To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the Help section on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp).** Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R6-OEJTA-11-1, or the CFDA number that applies to the announcement (CFDA 66.604), in the appropriate field. You may also be able to access the application package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application Submission Deadline: Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 5:00 p.m., Wednesday, May 4, 2011, Central Standard Time (CST)
Please submit *all* of the application materials described below.

Application Materials

The following forms and documents are required under this announcement:

- 1) Application for Federal Assistance (SF-424)
- 2) Budget Information for Non-Construction Programs (SF-424A)
- 3) Assurances for Non-Construction Programs (SF-424B)
- 4) Grants.gov Lobbying Form
- 5) EPA Key Contacts Form 5700-54
- 6) EPA Form 4700-4 – Pre-award Compliance Review Report
- 7) Narrative Proposal-prepared as described in Section IV.C of the RFA
- 8) Disclosure of Lobbying Activities (SF-LLL), if applicable
- 9) Other Attachments Form – Negotiated Indirect Cost Rate Agreement, optional
- 10) Other Attachments Form – Biographical Sketches for the Project Manager(s)
- 11) Other Attachments Form – Quality Assurance Narrative Statement
- 12) Other Attachments Form – Support Letters, optional
- 13) Other Attachments Form – One Page Threshold Eligibility Form (Appendix A)

The application package *must* include all of the following materials:

Standard Form (SF) 424, Application for Federal Assistance

Complete the form. There are no attachments. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

SF-424A, Budget Information for Non-Construction Programs

Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. (See instructions for document 10 below.)

SF-424B, Assurances for Non-Construction Programs

Complete the form. There are no attachments.

Grants.gov Lobbying Form – Certification Regarding Lobbying

Complete the form. There are no attachments.

EPA Form 5700-54, Key Contacts Form

Complete the form. There are no attachments. If additional pages are needed, attach these additional pages to the electronic application package by using the “Other Attachments Form” in the “Optional Documents” box. (See Application Preparation and Submission Instructions below for more details.)

EPA Form 4700-4, Pre-Award Compliance Review Report

Download and complete the form and attach it to your submission. The form can be downloaded from http://www.epa.gov/ogd/forms/adobe/4700-4_sec.pdf

7. Narrative Proposal

Prepared as described in **Section IV.C** of the announcement.

8. SF-LLL, Disclosure of Lobbying Activities, if applicable

This form is required if your organization is involved in lobbying. Complete the form if your organization is involved in lobbying activities.

9. Other Attachments Form – Negotiated Indirect Cost Rate Agreement

Use if indirect costs are included in the project budget. Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of your organization’s Indirect Cost Rate Agreement, if applicable. (See Application Preparation and Submission Instructions below for more details.) You must submit a copy of your organization’s Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs.

10. Other Attachments Form – Biographical Sketches for the Project Manager(s)

Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of the biographical sketch of each project manager for the proposed project. Each biographical sketch should outline the education, work history, and knowledge/expertise of the individual that relate to managing the proposed project.

11. Other Attachments Form – Quality Assurance Narrative Statement. Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of a quality assurance narrative statement.

12. Other Attachments Form – Support Letters. Specifically indicate how the supporting organization will assist in the project.

Application Preparation and Submission Instructions

Documents 1 through 5 listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents 1 through 5, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document 6 download and attach the form.

For document 7, you will need to attach electronic files. Prepare your narrative proposal as described above and save the documents to your computer a PDF file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Documents 8 through 12 are listed in the “Optional Documents” box, but *please note that these so-called “optional” documents must also be submitted as part of the application package, if applicable to your organization.* You are only required to submit document 8 – SF-LLL, Disclosure of Lobbying Activities – if your organization is involved in lobbying activities. You are required to submit document 9 – Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. You must submit document 10 – Biographical Sketches for Project Manager(s).

To attach documents 8-12, use the “Other Attachments Form” in the “Optional Documents” box. After attaching the documents, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List” in order to move the documents to the box that says, “Optional Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY11 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 11 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY11 Assoc Prog Supp – 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY11), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp> . Applications submitted through grants.gov will be time and date stamped electronically.